

Motion To Convert

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions/Applications**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
 - ☐ Click **Next**.
- STEP 4.** The **File a Motion** screen displays.
- ☐ Select the appropriate motion to **Convert Case to Chapter** from the event list.
 - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 6.** Questions regarding the filing and a fee box may display. Answer the questions accordingly and verify the filing amount.
- ☐ Click **Next**.
- STEP 7.** The PDF attachment screen displays.
- ☐ Click **Browse** to select the appropriate PDF to attach.
 - ☐ Click **Next**.
- STEP 8.** The **Docket Text: Modify as Appropriate** screen displays.
- ☐ Use the drop down list to select any additional information that may be required to complete the docket text or leave blank.
 - ☐ Click **Next**.

STEP 9. The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.

STEP 10. The **Electronic Payment** screen may display.

☐ Click **Pay Now** to pay all fees due to the court.

☐ Click **Continue Filing** to file another case or document.

STEP 11. The **Notice of Electronic Filing** screen displays.